

28 DEC 1959

Chairman, Ad Hoc Committee on CS Support Records

Acting Director of Logistics

Records Control Schedule for CS Support Records

1. The following is in response to your request for review and comment or concurrence in a proposed Records Control Schedule for CS Support Records.

2. In general the Office of Logistics concurs with the provisions of the proposed Schedule for Headquarters CS Support Staffs. It should be borne in mind in destroying records accumulated prior to issuance of this schedule, that the Office of Logistics was not the office of record on logistics support dispatches before 1958; nor are we presently assured of receiving copies of all logistics support correspondence from the Field.

3. We do not concur in the basic assumption that the Office of Logistics maintains the official records of all logistics activities in the field or in Special Projects providing their own administrative support. This is particularly applicable in the case of property accountability records; transportation records (between field stations and from the field to Headquarters); and procurement transactions, other than Office of Logistics action. In addition, the attached schedule would not be inclusive of all logistics records normally maintained by field stations.

4. Specific comments follow:

Personnel

8 - Suggest forwarding to parent or gaining Career Service upon transfer.

Logistics

39 - Concur for Headquarters. Method of filing not applicable in field.

40 - Concur for both Headquarters and Field.


41 a. & b. - Concur for Support Staffs, but not necessarily applicable in the Field, where these are only a part of property accountability or "Voucher" files.

- 42 a. & b. - Concur for Headquarters and Field.
- 43 - Concur for Headquarters and Field.
- 44 - Concur for Headquarters.
- 45 - Concur for Headquarters and Field.
- 46 - Concur but it cannot be assumed that all such
correspondence is duplicated in Office of
Logistics files.
- 47 a. & b. - Concur for Headquarters.
- 48 - Concur



Distribution:

Orig - Addressee
✓ - FMS
1 - OL Files
1 - OL/AS/R&S
1 - D/L Hold

 :vbm/2461 (22 December 1959)